
Support Staff Supervisors' Seminar
December 10-14, 2001
Columbia, South Carolina

Agenda

Monday, December 10, 2001

8:00 - 8:30 A.m.	Registration
8:30 - 9:00 A.m.	Welcoming/administrative Remarks
9:00 - 10:15 A.m.	Becoming an Effective Supervisor
10:15 - 10:30 A.m.	Break
10:30 - 12:00 P.m.	Roundtable Discussion Groups
12:00 - 1:00 P.m.	Lunch
1:00 - 3:00 P.m.	Managing Conflict
3:00 - 3:30 P.m.	Break
3:30 - 5:00 P.m.	Managing Change
5:00 P.m.	Recess

Tuesday, December 11, 2001

8:30 - 9:30 A.m.	Panel: Supervisory Lessons Learned
9:30 - 10:00 A.m.	Break
10:00 - 12:00 P.m.	Roundtable Discussion: Decision-making for Supervisors
12:00 - 1:30 P.m.	Lunch
1:30 - 2:30 P.m.	Reporting Session from Workshops
2:30 - 3:30 P.m.	Motivating Employees and Building a Team
3:30 - 4:00 P.m.	Break
4:00 - 5:00 P.m.	Motivating Employees and Building a Team (Continued)

Wednesday, December 12, 2001

8:30 - 10:00 A.m.	Personnel/performance Management Issues
10:00 - 10:30 A.m.	Break
10:30 - 12:00 P.m.	Personnel/performance Management Issues (Continued)
12:00 - 1:30 P.m.	Lunch
1:30 - 2:30 P.m.	Delegating and Ordering Priorities
2:30 - 3:00 P.m.	Break
3:00 - 4:30 P.m.	Modeling Professionalism
4:30 P.m.	Recess

Thursday, December 13, 2001

8:30 - 10:00 A.m.	Equal Employment Opportunity and Diversity In the Workplace
10:00 - 10:30 A.m.	Break
10:30 - 12:15 P.m.	Communicating with Your Colleagues
12:15 - 1:30 P.m.	Lunch
1:30 - 3:00 P.m.	Leadership Styles
3:00 - 3:30 P.m.	Break
3:30 - 5:00 P.m.	Ethics: Standards of Conduct for Supervisors
5:00 P.m.	Recess

Friday, December 14, 2001

8:00 - 9:30 A.m.	The Disciplinary Process
9:30 - 10:00 A.m.	Break
10:00 - 11:30 A.m.	The Disciplinary Process (Continued)
11:30 A.m.	Wrap-up; Evaluations; Adjournment